

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 323-2922



May 13, 1980

ALL-COUNTY LETTER NO. 80-29

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: IRAP SERVICES

REFERENCE:

The purpose of this letter is to provide instructions to County Welfare Departments (CWDs) that will assist in planning for the provision of Indochinese Refugee Assistance Program (IRAP) services for the 1980-81 federal fiscal year. It is to inform CWDs of expanded IRAP services and to transmit eligibility requirements, employment registration requirements and claiming procedures for those services. Additionally, we are requesting information that will enable us to better administer IRAP.

Background

It is anticipated that a steady flow of refugees will continue to arrive in California, resulting in increased loads on public assistance programs. Since the objectives of IRAP is to assist refugees to become self-sufficient, the Department of Social Services (DSS) will permit CWDs to provide Indochinese refugees with Title XX mandated and optional social services in addition to IRAP services listed in this instruction. Both Title XX services and the IRAP services outlined in this letter provided to eligible Indochinese are reimbursable at a rate of 100%.

It may not be possible for all CWDs to provide sufficient IRAP services to meet all of the needs of the Indochinese refugees. Therefore, DSS will supplement the normal provider delivery system of IRAP services provided by county welfare departments with purchase of service agreements with private and public community agencies.

Proposals to provide IRAP services other than Title XX services listed in CASP will be invited from public agencies (other than CWDs) and private nonprofit organizations who wish to provide IRAP services to the Indochinese refugees for the period of October 1, 1980 through September 30, 1981. In the Request for Proposal (RFP) organizations planning to submit proposals will be advised to consult with the county welfare departments in the counties they plan to provide services to ascertain service needs and the extent to which these counties will provide similar services.

CWDs will be permitted to provide Title XX-mandated and optional services in addition to the expanded IRAP services outlined in this letter to eligible refugees and be reimbursed 100% through the administrative claiming process.

IRAP Services

These IRAP services are:

1. Outreach Services

Includes activities designed to familiarize refugees or providers with available services.

2. Assessment Services

Particularly from the standpoint of employability including identification of familial or environmental obstacles to employment.

3. Manpower Employment Services

Includes career counseling, development of an individual employability plan, job orientation, job development, job upgrade, job placement, and follow-up, as well as provision of necessary supportive services listed in paragraphs 4-8 below.

4. English as a Second Language (ESL) Instruction

Emphasis on vocational English, including survival English, particularly as it relates to obtaining and retaining a job.

5. Vocational Training

Training as part of an individual employability plan, including driver education.

6. Skills Recertification

Includes short-term preparation for the General Education Diploma (GED) when the diploma is required by an employer for employment or for advancement or by a state licensing board for registration for a licensing examination.

7. Transportation

When necessary for activities included in an individual's employability or service plan (e.g., public transportation costs to site of service providers).

8. Social Adjustment Services, including:

a. Information and Referral Services.

b. Emergency Services:

- (1) Assessment and short-term counseling to persons in a perceived crisis.

- (2) Referral to appropriate resources.
- (3) Making of arrangements for necessary services.

c. Health-Related Services*

Health-related services may be interpreted as development and administration of a health care access system to ensure appropriate services for refugees. Such system development would be part of a network development between public and private health and medical service providers. Such systems may include the following:

- (1) Information and referral.
- (2) Outreach or case finding.
- (3) Assistance in scheduling appointments and obtaining services.
- (4) Counseling to individuals or families to help them understand and identify their health needs and maintain or improve their health.
- (5) Translation and interpreter services.

d. Mental Health Services*

Includes services designed to alleviate mental health and behavioral problems attributed to the trauma of resettlement, especially emotional problems which may prevent refugees from securing or holding gainful employment. Such programs may include the following:

- (1) In-service training from mental health practitioners to acquaint service providers with the scope and nature of refugee problems.
- (2) On-the-job training for Indochinese as mental health workers to enable them to provide counseling, interviewing, and other direct services.
- (3) Training for mental health paraprofessionals to establish linkages among social services deliverers and to help acquaint the refugees with American mental health services.

e. Home Management Services:

- (1) Formal or informal instruction to individuals or families in management of household budgets.
- (2) Home maintenance.
- (3) Nutrition.
- (4) Housing standards.

*Excluded are those activities funded under Title XIX.

(5) Tenant's rights.

(6) Other consumer education.

9. Translation and Interpreter Services

Bilingual staff for outreach and social adjustment services:

It is expected that each provider proposing outreach or social adjustment services will need one or more bilingual paraprofessional or professionals to provide these services which are designed to familiarize refugee individuals and families with western culture in general and with the life styles of their resettlement localities in particular and to direct clients to appropriate service resources. Providers of social adjustment services may include staff training to improve the ability of their bilingual staff to deliver these services. Such training encompasses in-service training and career development training.

Note: Child Day Care Services: Defined as care and development of children in the absence of their parents or guardians. DSS can provide support only for child day care service activities such as: Assessment, planning, counseling, evaluation, information and referral, home finding, teaching, advocacy, and follow-up. Direct child day care services will be provided by the Department of Education (DOE) in accordance with state law through a contract with the Department of Social Services. Contracts awarded by DOE for child day care services in excess of \$10,000 require federal approval.

Eligibility for IRAP Services

The provision of services specified above shall be in accordance with the following criteria:

1. The following services may be provided to refugees without regard to age or family income: Outreach services and social adjustment services.
2. The following services may be provided to any refugee who is 16 years of age or older and who is not a full-time student in elementary or secondary school without regard to family income: ESL instruction, career counseling, job orientation, job placement and follow-up.
3. The following services may be provided to any unemployed refugee who is 16 years of age or older and who is not a full-time student in elementary or secondary school without regard to family income: Assessment services; development of an individual employability plan.
4. Any of the IRAP services listed above may be provided to any refugee who is receiving cash assistance, including supplementary assistance, or whose family income is not more than 90 percent of the state's median income which is projected to be \$28,058 for FY 1980-81.* Family: (As defined in 45 CFR 228.1) "...one or more adults and children, if any, related by blood, or law, and residing in the same household. Where adults, other than spouses, reside together, each may be considered a separate family by the State. Emancipated minors and children living under the care of individuals not legally

*Based on California median income for a family of four. CASP July 1, 1979 through June 30, 1980.

responsible for that care may be considered one-person families by the State." All adults, except legally married adults, living in the same household may be considered either as one-person families, or as a family unit, whichever is more beneficial to a refugee in determining eligibility for IRAP services based on family size and income.

5. Vocational training services may be provided to any refugee who is 16 years of age or older and either (i) is receiving cash assistance, including supplementary assistance, or (ii) whose family income is not more than 90 percent of the state's median income which is projected to be \$28,058 for FY 1980-81.

6. Eligibility for Services

<u>Service</u>	<u>Must Be Within Family Income Limit or Receiving Cash Assistance</u>	<u>Age Limit**</u>	<u>Must Be Unemployed or Receiving Cash Assistance</u>
1) Outreach	No	No	No
2) Assessment	No	Yes	Yes
3) Manpower:			
a. Career counseling	No	Yes	No
b. Employability plan	No	Yes	Yes
c. Job orientation	No	Yes	No
d. Job development	Yes	Yes	No
e. Job placement & followup	No	Yes	No
4) ESL	No	Yes	No
5) Vocational training	Yes	Yes	No
6) Skills recertification	Yes	Yes	No
7) Day care	Yes	No	No
8) Transportation	Yes	No	No
9) Social adjustment	No	No	No
10) Translation/interpreter	Yes	No	No

CLAIMING PROCEDURES

County welfare departments are to claim reimbursement for services provided to Indochinese refugees through the quarterly Administrative Expense Claim pursuant to claiming instructions provided on the individual claiming forms and any supplemental claiming instructions provided through All-County Fiscal Claiming Letters. Listed below is a summary of all currently applicable administrative claim forms necessary for claiming IRAP services:

- DFA 46 - Social Services Worker Time Study
- DFA 47 - Social Services Time Study Summary & Program Allocation Ratios
- DFA 325.1 - Expenditure Schedule and Certification

**Must be 16 years or older and not a full-time student in elementary or secondary school.

- DFA 325.2 - (Continuation of Expenditure Schedule and Certification)
- DFA 325.3 - Specific Identification of Direct Costs - Social Services
- DFA 327.1 - Social Services Program Distribution
- DFA 327.5 - Social Services & Staff Development Fund Distribution Report
- DFA 327.7 - Total Expenditures and Fund Distribution Report

Specific instructions are found on each individual form; however, the following general cost/claiming principles must be followed in identifying and claiming costs to the Indochinese Program:

1. All social services staff time spent providing services to Indochinese recipients including In-Home Supportive Services is to be recorded on Line I of the DFA 46 - Social Services Worker Time Study and summarized on the DFA 47 - Time Study Summary.
2. All clerical and administrative staff time (costs) will be allocated to this program in the same manner as for all other program categories appearing on the claim. Staff at a paraprofessional level or less who are strictly providing interpreter activities exclusive of the professional services component described on Page 4 are to be included as clerical administrative costs. (A time study ratio is developed based on the recorded time charged to Line I of the time study and applied to the specific allocable cost pools.)
3. County health departments may be reimbursed by establishing an inter-agency agreement with the local CWD for the provision of health-related services to eligible refugees. Plans for, and drafts of, such agreements must receive prior approval from the Department of Social Services. Allowable purchases of service are to be charged directly to the IRAP program on the DFA 325.3 - Group III.
4. The existing county welfare departments expense claim is to be followed in determining the appropriate cost center to claim specific types of welfare department costs in order to maintain the basic cost principle of treating all like costs in a consistent manner (within and among programs).
5. All county services contracts, invitations for bid, and interagency agreements must have prior DSS approval. These should be sent to:

Contracts Bureau
Mail Station 14-60
744 P Street
Sacramento, CA 95814

All such county service contracts and interagency agreements in the amount of \$10,000 or more are subject to prior federal approval.

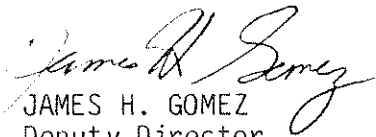
REQUEST FOR INFORMATION

To adequately plan for statewide administration of IRAP services, DSS is requesting the following information by June 16, 1980. CWDs should contact the voluntary agencies and service providers in their counties to determine the nature and extent of services already being provided in order to effectively plan for the provision of services that will result in a coordinated effort in the county.

1. An estimate of the number of refugees living in the county who may be eligible for IRAP services.
2. The scope of services you plan to provide to Indochinese refugees including; type of service, areas in which services are to be provided, any anticipated gaps in services, and the amount of funds needed for each type of service you plan to provide. The type of service to be provided includes all services you anticipate will be needed by Indochinese refugees. Necessary child welfare services and foster care for unaccompanied minors, or such child welfare services you anticipate may be needed in any family situation. Such foster care and child protective care services should be in compliance with Division 10 and Division 30 of the Department of Social Services Regulations.
3. Any anticipated contracts with public and private providers for the fiscal year 1980-81. Indicate the amount of funds needed and services to be provided by way of such subcontracts.
4. An estimate of costs for all IRAP services to be provided during the period October 1, 1980-September 30, 1981. (Include any amount required for subcontracts.)

If you have any questions regarding this letter, please contact F. R. Leslie at 744 P Street, MS 9-105, Sacramento, CA 95814; phone (916) 323-2929, ATSS 473-2929.

Sincerely,



JAMES H. GOMEZ
Deputy Director

cc: CWDA